WASHINGTON OZAUKEE
PUBLIC HEALTH DEPARTMENT

Washington Ozaukee Public Health Department
COVID-19 Message Map
Public

The Washington Ozaukee Health Department is closely monitoring the ongoing Coronavirus Disease 2019 (COVID-19) outbreak. As the situation continues to change rapidly, our top priority remains the health, safety, and well-being of our community. The Health Department routinely plans, trains, and exercises with partner agencies such as emergency management, first responders, hospitals, and schools to effectively implement community-wide responses to a pandemic or emerging infectious disease. These plans are updated and tested routinely, in accordance with CDC requirements, with partners throughout the region. Building relationships with community partners in advance of an emergency improves a coordinated response to aid public safety, health, and well-being. We will continue to update the community regularly to keep you informed of additional measures.

Washington Ozaukee Public Health Department is prepared to activate plans for a pandemic disease response, if required. You can help with prevention by covering your cough, staying home when you are sick and practicing good hand-washing. Review CDC information on preventing spread in communities as well as keeping the workplace, schools, home, and commercial establishments safe.

Table of Contents

1

Sources: CDC, WI DHS, and WHO

PUBLIC/MEDIA

Definitions

Epidemic

An outbreak of disease that attacks many peoples at about the same time and may spread through one or several communities.

Pandemic

According to the WHO, a pandemic is "an epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting a large number of people." The CDC defines a pandemic as "an epidemic that has spread over several countries or continents, usually affecting a large number of people."

More information can be found here.

Isolation

Separates sick people with a contagious disease from people who are not sick.

Quarantine

Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

What is COVID-19?

Coronavirus Disease 2019 (COVID-19) is a virus strain that began to spread in people in December 2019.
- COVID-19 is a new (novel) respiratory virus first identified in Wuhan, Hubei Province, China.
- COVID-19 is not the same as the coronaviruses that commonly circulate among humans and cause mild illness, like the common cold.
- Formerly, this disease was referred to as "2019 novel coronavirus" or "2019-nCoV."

What are the symptoms of COVID-19?

You can help stop the spread of COVID-19 by knowing the signs and symptoms.
- Fever
- Cough
- Shortness of breath

Seek medical advice if you feel sick and, within the past 14 days, have traveled to any of the international or domestic areas with sustained (ongoing) transmission.

Call ahead before you go to a doctor's office, urgent care, or emergency room. Inform them of your recent travel and your symptoms.

How is COVID-19 spread?

COVID-19 is typically spread to others when an infected person coughs or sneezes because the virus is found in droplets from the throat and nose. This is similar to how influenza is spread. When someone coughs or sneezes, other people near them can breathe in those droplets. The virus can also spread when an infected person touches an object (such as a common surface) followed by another person touching it then their mouth, face, or eyes.

Sources: CDC, WI DHS, and WHO

Is there a vaccine for COVID-19?

There is currently no vaccine to protect against COVID-19. The best way to prevent infection is to take everyday preventive actions, like avoiding close contact with people who are sick and washing your hands often.

Is there treatment for COVID-19?

There is no specific antiviral treatment for COVID-19. People with COVID-19 can seek medical care to help relieve symptoms.

What is the risk of getting COVID-19?

The risk of getting COVID-19 in Wisconsin is currently low. People who have traveled to places where many people have gotten sick with COVID-19 may be monitored by health officials to protect their health and the health of other people in the community. Older adults and people with chronic medical conditions may be at increased risk for severe disease.

Who is at risk of developing severe illness?

While we are still learning about how COVID-2019 affects people, older persons and persons with pre-existing medical conditions (such as high blood pressure, heart disease, lung disease, cancer or diabetes) appear to develop serious illness more often than others.

Can I catch COVID-19 from my pet?

No. There is no evidence that companion animals or pets such as cats and dogs have been infected or could spread the virus that causes COVID-19.

What is being done to keep us safe?

Currently, the risk of COVID-19 to the general public in Wisconsin is low. That said, public health authorities at the federal, state, and local levels are working around the clock to reduce the risk to the public. We are working to quickly identify and test anyone who may be infected to ensure they receive the appropriate level of care, and are isolated to prevent any additional transmission. We are also coordinating with CDC to identify travelers from affected areas of the world and ensure they are screened for symptoms and are monitored appropriately in case they develop symptoms.

Gov. Tony Evers, on March 12th, 2020, declared a public health emergency in response to new cases of COVID-19, directing the Department of Health Services (DHS) to use all the resources necessary to respond to and contain the outbreak. The governor signed an executive order that directs DHS to take all necessary and appropriate measures to prevent and respond to incidences of COVID-19. It allows the Department to purchase, store, or distribute appropriate medications, regardless of insurance or other health coverage, as needed to respond to the emergency. It also authorizes state funds to support local health departments with costs related to isolation and quarantine, as well as the use of the Wisconsin National Guard.

If COVID-19 begins to spread in Wisconsin communities, state and local public health officials will consider community interventions such as social distancing, replacing in-person meetings with telework when possible, reviewing workplace sick leave policies, modifying, postponing or canceling mass gatherings, implementing restrictions on visitors to residential treatment and living facilities, and closures of schools, childcare settings.

Sources: CDC, WI DHS, and WHO

Decisions about the implementation of community measures will be made by state and local officials based on CDC and DHS guidance, as well as the scope of the outbreak.

What can I do to keep myself and others healthy?

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. Practice good hand-washing hygiene.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Because influenza activity is still high, the CDC recommends you get a flu shot, if you haven't yet, to protect yourself and those around you from getting the flu.

Steps to help prevent the spread of COVID-19 if you are sick

Stay home except to get medical care

- **Stay home:** People who are mildly ill with COVID-19 are able to isolate at home during their illness. You should restrict activities outside your home, except for getting medical care.
- **Avoid public areas:** Do not go to work, school, or public areas.
- **Avoid public transportation:** Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people and animals in your home

- **Stay away from others:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.
- **Limit contact with pets & animals:** Although there have not been reports of pets or other animals becoming sick with COVID-19, it is still recommended that people sick with COVID-19 limit contact with animals until more information is known about the virus.
- When possible, have another member of your household care for your animals while you are sick. If you are sick with COVID-19, avoid contact with your pet, including petting, snuggling, being kissed or licked, and sharing food. If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with pets and wear a facemask. See COVID-19 and Animals for more information.

Call ahead before visiting your doctor

- **Call ahead:** If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office.
- **If you are caring for others:** If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then people who live with the person who is sick should not stay in the same room with them, or they should wear a facemask if they enter a room with the person who is sick.

Sources: CDC, WI DHS, and WHO

Cover your coughs and sneezes

- **Cover:** Cover your mouth and nose with a tissue when you cough or sneeze.
- **Dispose:** Throw used tissues in a lined trash can.
- **Wash hands:** Immediately wash your hands with soap and water for at least 20 seconds or, if soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often

- **Wash hands:** Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Hand sanitizer:** If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water:** Soap and water are the best option if hands are visibly dirty.
- **Avoid touching:** Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items

- **Do not share:** You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home.
- **Wash thoroughly after use:** After using these items, they should be washed thoroughly with soap and water.

Clean all "high-touch" surfaces everyday

- **Clean and disinfect:** Practice routine cleaning of high touch surfaces.
  High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
- **Disinfect areas with bodily fluids:** Also, clean any surfaces that may have blood, stool, or body fluids on them.
- **Household cleaners:** Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

Monitor your symptoms

- **Seek medical attention:** Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing).
- **Call your doctor:** Before seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19.
- **Wear a facemask when sick:** Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed.

Sources: CDC, WI DHS, and WHO

- **Alert health department:** Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

Discontinuing home isolation
- **Stay at home until instructed to leave:** Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low.
- **Talk to your healthcare provider:** The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

How do I self-quarantine myself?

Follow these instructions for the 14 days after you left the Level 3 country (for example, beginning the day after the last day you were in a country with a Level 3 travel health notice).

- Stay home. This means DO NOT go to school, work, public areas, or attend large gatherings, such as parties, weddings, meetings, and sporting events. If you need medical care, call your health care provider. Call ahead before you go to your doctor's office or to an emergency room. Tell them your symptoms and that you traveled to an area of the world that has a COVID-19 outbreak.
- Do not use public transportation, ride-sharing, or taxis.
- Do not go out to restaurants or have guests over to your house.
- Postpone any travel. If travel is absolutely necessary, it's recommended you contact your local health department first for instructions. Please know, if you choose to travel and become ill while you are away, you may not be able to return home using public transport (for example, air travel) until you are well and released from possible isolation by the local public health department.
- Wash your hands often and practice good hygiene.
- As long as you feel healthy, you may leave the home (in a private vehicle) for a limited time to take care of routine and necessary activities, such as grocery shopping or visiting the pharmacy. Try to avoid busy times of day.
- Postpone all non-essential medical appointments (for example, dental cleaning, eye exam, routine check-up) until you are out of quarantine. If you have an essential appointment during the quarantine, please call your provider ahead of time and tell them that you traveled to an area of the world experiencing a COVID-19 outbreak. Your local health department may also be able to help you.
- If you need medical care, call your health care provider. Call ahead before you go to your doctor's office or to an emergency room. Tell them your symptoms and that you traveled to an area of the world experiencing a COVID-19 outbreak.

Consider minimizing contact with people and animals in your home (stay in your own room and, if possible, use your own bathroom). Avoid sharing personal household items such as dishes, towels, and bedding.

Information for household members, intimate partners, and caregivers of those who may be sick.

Sources: CDC, WI DHS, and WHO

Household members, intimate partners, and caregivers in a nonhealthcare setting may have close contact with a person with symptomatic, laboratory-confirmed COVID-19 or a person under investigation. Close contacts should monitor their health; they should call their healthcare provider right away if they develop symptoms suggestive of COVID-19 (e.g., fever, cough, shortness of breath) (see Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 (COVID-19) Exposure in Travel-associated or Community Settings.)

Close contacts should also follow these recommendations:

- Make sure that you understand and can help the patient follow their healthcare provider's instructions for medication(s) and care. You should help the patient with basic needs in the home and provide support for getting groceries, prescriptions, and other personal needs.
- Monitor the patient's symptoms. If the patient is getting sicker, call his or her healthcare provider and tell them that the patient has laboratory-confirmed COVID-19. This will help the healthcare provider's office take steps to keep other people in the office or waiting room from getting infected. Ask the healthcare provider to call the local or state health department for additional guidance. If the patient has a medical emergency and you need to call 911, notify the dispatch personnel that the patient has, or is being evaluated for COVID-19.
- Household members should stay in another room or be separated from the patient as much as possible. Household members should use a separate bedroom and bathroom, if available.
- Prohibit visitors who do not have an essential need to be in the home.
- Household members should care for any pets in the home. Do not handle pets or other animals while sick. For more information, see COVID-19 and Animals.
- Make sure that shared spaces in the home have good air flow, such as by an air conditioner or an opened window, weather permitting.
- Perform hand hygiene frequently. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- The patient should wear a facemask when you are around other people. If the patient is not able to wear a facemask (for example, because it causes trouble breathing), you, as the caregiver, should wear a mask when you are in the same room as the patient.
- Wear a disposable facemask and gloves when you touch or have contact with the patient's blood, stool, or body fluids, such as saliva, sputum, nasal mucus, vomit, urine.
  - Throw out disposable facemasks and gloves after using them. Do not reuse.
  - When removing personal protective equipment, first remove and dispose of gloves. Then, immediately clean your hands with soap and water or alcohol-based hand sanitizer. Next, remove and dispose of facemask, and immediately clean your hands again with soap and water or alcohol-based hand sanitizer.
- Avoid sharing household items with the patient. You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items. After the patient uses these items, you should wash them thoroughly (see below "Wash laundry thoroughly").

Sources: CDC, WI DHS, and WHO

- Clean all "high-touch" surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, every day. Also, clean any surfaces that may have blood, stool, or body fluids on them.
  - Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.
- Wash laundry thoroughly.
  - Immediately remove and wash clothes or bedding that have blood, stool, or body fluids on them.
  - Wear disposable gloves while handling soiled items and keep soiled items away from your body. Clean your hands (with soap and water or an alcohol-based hand sanitizer) immediately after removing your gloves.
  - Read and follow directions on labels of laundry or clothing items and detergent. In general, using a normal laundry detergent according to washing machine instructions and dry thoroughly using the warmest temperatures recommended on the clothing label.
- Place all used disposable gloves, facemasks, and other contaminated items in a lined container before disposing of them with other household waste. Clean your hands (with soap and water or an alcohol-based hand sanitizer) immediately after handling these items. Soap and water should be used preferentially if hands are visibly dirty.
- Discuss any additional questions with your state or local health department or healthcare provider. Check available hours when contacting your local health department.

Is it safe to receive a package from any area where COVID-19 has been reported?

Yes. The likelihood of an infected person contaminating commercial goods is very low and the risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also very low.

SCHOOLS/DAYCARES

What can my school do to prepare in the event that COVID-19 becomes more widespread in our community?

We recommend all schools have a plan for what they can do in the event that COVID-19 becomes widespread in the community. The goals for your plan should be to reduce the spread of acute respiratory illnesses and minimize the impact of COVID-19 among your students and staff. Strategies should help in:
- Reducing transmission
- Protecting people who are at higher risk for adverse health complications
- Maintaining a healthy and safe environment where learning can occur

There are several resources, some originally developed for pandemic influenza, that you can use as you develop your COVID-19 plan as many of the strategies are the same.

Sources: CDC, WI DHS, and WHO

- [CDC's Interim Guidance For Administrators of US Childcare Programs and K-12 Schools to Plan, Prepare, and Respond to COVID-19](#) webpage includes information on planning for a possible COVID-19 outbreak and for creating an outbreak response plan.
- [CDC's Get Your School Ready for Pandemic Flu](#) is a toolkit developed for addressing pandemic influenza. While this guide was developed for influenza, it provides detailed information about how to implement nonpharmaceutical interventions (NPIs*) which are largely also applicable when planning for COVID-19.
  - *Note: NPIs are actions, apart from getting vaccinated and taking antiviral medications that people and communities can take to help slow the spread of respiratory illnesses like COVID-19.*
- [CDC's Pandemic Flu Checklist: K-12 School Administrators](#)

SAMPLE School District Pandemic Plan

Click [here](#) for template of a SAMPLE School District Pandemic Plan.

Cleaning and Disinfection After Persons Suspected/Confirmed to Have COVID-19 Have Been in the Facility

Timing and location of cleaning and disinfection of surfaces
- At a school, daycare center, office, or other facility that <u>does not house people overnight</u>:
  - It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets. **Open outside doors and windows to increase air circulation in the area.** If possible, wait up to 24 hours before beginning cleaning and disinfection.
  - **Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons**, focusing especially on frequently touched surfaces**.**
- At a facility that <u>does house people overnight</u>:
  - Follow Interim Guidance for [US Institutions of Higher Education](#) on working with state and local health officials to isolate ill persons and provide temporary housing as needed.
  - It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection** to minimize potential for exposure to respiratory droplets. **Open outside doors and windows to increase air circulation in the area.** If possible, wait up to 24 hours before beginning cleaning and disinfection.
  - In areas where ill persons are being housed in isolation, follow [Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019](#). This includes **focusing on cleaning and disinfecting common areas where staff/others providing services may come into contact with ill persons, but reducing cleaning and disinfection of bedrooms/bathrooms used by ill persons to <u>as needed</u>.**
  - In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.

How to Clean and Disinfect
Surfaces

Sources: CDC, WI DHS, and WHO

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
  - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
- Prepare a bleach solution by mixing:
  - 5 tablespoons (1/3rd cup) bleach per gallon of water or
  - 4 teaspoons bleach per quart of water
  - [Products with EPA-approved emerging viral pathogens claimspdf iconexternal icon](#) are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
  - For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
  - Otherwise, use products with the EPA-approved emerging viral pathogens claims (examples at [this linkpdf iconexternal icon](#)) that are suitable for porous surfaces

Linens, Clothing, and Other Items That Go in the Laundry
- Do not shake dirty laundry; this minimize the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal Protective Equipment (PPE) and Hand Hygiene
- **Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash**.
  - Gloves and gowns should be compatible with the disinfectant products being used.
  - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean** hands after removing gloves.

Sources: CDC, WI DHS, and WHO

- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- **Cleaning staff and others should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
  - Additional key times to clean hands include:
    - After blowing one's nose, coughing, or sneezing
    - After using the restroom
    - Before eating or preparing food
    - After contact with animals or pets
    - Before and after providing routine care for another person who needs assistance (e.g., a child)

Additional Considerations for Employers

- Employers should work with their local and state health departments to ensure appropriate local protocols and guidelines, such as updated/additional guidance for cleaning and disinfection, are followed, including for identification of new potential cases of COVID-19.
- Employers should educate staff and workers performing cleaning, laundry, and trash pick-up activities to recognize the symptoms of COVID-19 and provide instructions on what to do if they develop symptoms within 14 days after their last possible exposure to the virus. At a minimum, any staff should immediately notify their supervisor and the local health department if they develop symptoms of COVID-19. The health department will provide guidance on what actions need to be taken. When working with your local health department check their available hours.
- Employers should develop policies for worker protection and provide training to all cleaning staff on site prior to providing cleaning tasks. Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Employers must ensure workers are trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA's Hazard Communication standard (29 CFR 1910.1200external icon).
- Employers must comply with OSHA's standards on Bloodborne Pathogens (29 CFR 1910.1030external icon), including proper disposal of regulated waste, and PPE (29 CFR 1910.132external icon).

Sources: CDC, WI DHS, and WHO

PARENTS/GUARDIANS

Parent/Caregiver Guide to Helping Families Cope with the Coronavirus Disease 2019 (COVID-19)

At this time, information about COVID-19 is rapidly evolving as new details are confirmed and new questions emerge. In the event of an outbreak in your community, as a parent/caregiver, your first concern is about how to protect and take care of your children and family. Knowing important information about the outbreak and learning how to be prepared can reduce your stress and help calm likely anxieties. This resource will help you think about how an infectious disease outbreak might affect your family—both physically and emotionally—and what you can do to help your family cope.

Additional information can be found here.

What can I do to protect my family?

Create a household plan of action.
- Consider members of the household that may be at greater risk such as older adults and people with severe chronic illnesses.
- Ask your neighbors what their plan includes.
- Create a list of local organizations you and your household can contact in case you need access to information, healthcare services, support, and resources.
- Create an emergency contact list including family, friends, neighbors, carpool drivers, healthcare providers, teachers, employers, the local public health department, and other community resources.
- Choose a room in your house that can be used to separate sick household members from others.

Take everyday preventive actions:
- Wash your hands frequently
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces Be prepared if your child's school or childcare facility is temporarily dismissed or for potential changes at your workplace.

In case of an outbreak in your community, protect yourself and others:
- Stay home and speak to your healthcare provider if you develop fever, cough, or shortness of breath
- If you develop emergency warning signs for COVID-19 get medical attention immediately. In adults, emergency warning signs[*]:
    - Difficulty breathing or shortness of breath
    - Persistent pain or pressure in the chest
    - New confusion or inability to arouse
    - Bluish lips or face
    - [*]This list is not all inclusive. Please consult your medical provider for any other symptom that is severe or concerning.

12

Sources: CDC, WI DHS, and WHO

- Keep away from others who are sick
- Limit close contact with others as much as possible (about 6 feet)

Put your household plan into action
- Continue to practice everyday preventive actions
- If someone in the household is sick, separate them into the prepared room
- If caring for a household member, follow recommended precautions and monitor your own health
- Keep surfaces disinfected
- Avoid sharing personal items
- If you become sick, stay in contact with others by phone or email
- Stay informed about the local outbreak situation
- Notify your work if your schedule needs to change
- Take care of the emotional health of your household members, including yourself

Take additional precautions for those at highest risk, particularly older adults and those who have severe underlying health conditions.
- Consider staying at home and away from crowds if you or a family member are an older adult or have underlying health issues
- Make sure you have access to several weeks of medications and supplies in case you need to stay home
- When you go out in public, keep away from others who are sick and limit close contact with others
- Practice good hand hygiene

Take the following steps to help protect your children during an outbreak:
- Notify your child's school if your child becomes sick with COVID-19
- Keep track of school dismissals in your community
- Discourage children and teens from gathering in other public places

Quick Tips to Protect Your Children

PLAN & PREPARE
- **Practice and reinforce good prevention habits with your family.**
  - Avoid close contact with people who are sick.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
  - Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.
- **Keep your child at home if sick with any illness**
  - If your child is sick, keep them at home and contact your healthcare provider. Talk with teachers about classroom assignments and activities they can do from home to keep up with their schoolwork.
- ***Be prepared if your child's school or childcare facility is temporarily dismissed***
  - Talk with your employer about sick leave and telework options in case you need to stay home with your child. Consider planning for alternate childcare arrangements.

Sources: CDC, WI DHS, and WHO

IF YOUR SCHOOL/CHILDCARE PROGRAM IS DISMISSED
- **Keep track of school dismissal updates**
  - Read or watch local media sources that report school dismissals or stay in touch with your school.
- **Talk to your school about options for digital and distance learning.**
- **Discourage children and teens from gathering in other public places while school is dismissed to help slow the spread of COVID-19 in the community.**
- **Seek guidance from your school administrator to determine when students and staff should return to schools**
  - Duration of school dismissals will be made on a case-by-case basis based on the most up-to-date information about COVID-19 and the specific situation in your community. Students and staff should be prepared for durations that could last several days. Administrators should work with their local health authorities to determine duration of dismissals.

COMMUNITY ORGANIZATIONS/CHURCHES

Checklist to Get Your Organization Ready

Community- and faith-based organizations are encouraged to prepare for the possibility of a coronavirus disease 2019 (COVID-19) outbreak in their communities. Use this checklist to protect the health of those you serve and staff in your care.

PLAN & PREPARE

- Update your emergency operations plan with the help of your local public health department, emergency operations coordinator or planning team, and other relevant partners to include COVID-19 planning.
- Identify space that can be used to separate sick people if needed.
- Develop an emergency communication plan for distributing timely and accurate information to workers and those you serve.
- Identify actions to take if you need to temporarily postpone or cancel events, programs, and services, especially for groups at greater risk such as older adults or people with chronic health conditions.
- Promote the practice of everyday preventative actions.
  - Frequently wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, use hand sanitizer with at least 60% alcohol.
  - Cover coughs and sneezes with a tissue or use the inside of your elbow.
  - Clean frequently touched objects and surfaces.
  - Stay home when sick.
- Provide COVID-19 prevention supplies at your organization (e.g., soap, hand sanitizer that contains at least 60% alcohol, tissues, trash baskets, and a couple of disposable facemasks, just in case someone becomes sick during an event).

Sources: CDC, WI DHS, and WHO

- Plan for staff absences by developing flexible attendance and sick-leave policies, plan for alternative coverage, and monitor and track COVID-19 related staff absences.
- Engage with stigmatized groups and speak out against negative behaviors to help counter stigma and discrimination.

TAKE ACTION

- Stay informed about local COVID-19 information and updates.
- Put your emergency operations and communication plans into action.
- Communicate with your community members if events and services are changed, postponed, or cancelled.
- Emphasize everyday preventive actions through intensified communications with employees and visitors to your organization.
  - Stay home when sick.
  - Cover coughs and sneezes with a tissue or use the inside of your elbow.
  - Wash hands often.
  - Limit close contact with others as much as possible (about 6 feet).
- During an event, if someone becomes sick separate them into an isolated room and ask them to leave as soon as possible.

EMPLOYERS

One of my staff recently visited China. Can they come to work?

- Healthy people who have visited China and were in the U.S. before February 3, 2020, can go to work as they normally would.
- If you have staff returning from China on or after February 3, 2020, public health staff will be notified by CDC, and will determine what level of precaution is needed for that person. Public health staff may advise that they stay home from work or work in an environment with limited public contact for a period of time after they return, even if they are well.

One of my staff had contact with someone who visited China. Can they come to work?

State and local public health authorities are contacting people in Wisconsin who may have been exposed to COVID-19 based on guidance from the CDC, and those individuals are given specific instructions about whether they can go to work. Workplaces do not need to make that determination on their own. Unless your employee has been told by public health authorities to stay home from work because of their specific risk assessment, they do not need to be restricted from work.

Do I need to contact public health if I have a staff member returning from China?

- No, current travelers from China are being routed through certain airports where they are screened for symptoms.

Sources: CDC, WI DHS, and WHO

- If travelers have symptoms and were recently China, they will not be allowed to travel further. If they do not have symptoms, they will travel to their final destination. State and local public health agencies will receive contact information of people staying within their jurisdiction who have recently traveled from China and will call them to monitor symptoms and ensure they are staying home, if necessary.

What can you do to help if you have an employee who is being asked to stay home from work by public health?

In order to reduce the impact of missed work on employees who are being monitored, public health may ask employers to make reasonable accommodations to allow the employee to work from home or a protected area (e.g., closed office), depending on their level of risk and in coordination with the employer.

What can I do to prepare my business or workplace in the event that COVID-19 becomes more widespread in our community?

We recommend all employers have a plan for what they can do in the event that COVID-19 becomes widespread in the community. The goals for your plan should be to reduce the spread of acute respiratory illnesses and minimize the impact of COVID-19 among your employees. Strategies should help in:

- Reducing transmission among staff
- Protecting people who are at higher risk for adverse health complications
- Maintaining business operations
- Minimizing adverse effects on other entities in your supply chain

There are several resources, some originally developed for pandemic influenza, that you can use to develop your COVID-19 plan as many of the strategies are the same.

- [CDC's Interim Guidance for Business and Employers to Plan and Respond to COVID-19](#) webpage includes information on planning for a possible COVID-19 outbreak and for creating an outbreak response plan.

  [CDC's Get Your Workplace Ready for Pandemic Flu](#) is a toolkit developed for addressing pandemic influenza. While this guide was developed for influenza, it provides detailed information about how to implement nonpharmaceutical interventions (NPIs*) which are largely also applicable when planning for COVID-19.

SAMPLE Small Business Continuity Plan

The Plan will be distributed to members of the business continuity team and management. A master copy of the document should be maintained by the business continuity team leader. Provide print copies of this plan within the room designated as the emergency operations center (EOC). Multiple copies should be stored within the EOC to ensure that team members can quickly review roles, responsibilities, tasks, and reference information when the team is activated.

Click here for a SAMPLE Small Business Continuity Plan.

FEMA Ready Business Mentoring Guide

Click here for FEMA's Ready Business Mentoring Guide.

Sources: CDC, WI DHS, and WHO

Sources: CDC, WI DHS, and WHO